

STATE PERSONNEL BOARD**Recruitment Events****Web Site Calendar Entry Form**

Please submit completed forms to Debbie Santos-Silva, State Personnel Board, 801 Capitol Mall, MS #55a, Sacramento, CA, 95814 / e-mail address: dsantos-silva@spb.ca.gov or FAX to (916) 654-2135. All events information received by Thursday, will be added to the web site calendar by the following Monday. Contact Debbie Santos-Silva at (916) 653-7325 or Jeff Dickson at (916) 657-2103 for questions or assistance.

I. EVENT INFORMATION

Event Title:

Sponsor:

Location:

Date:

Time:

Cost:

Reservation Deadline:

Contact Person:

Phone Number:

Other Information/Comments:

II. DEPARTMENTAL PARTICIPATION

Department:

Department Attending: ☐ Yes ☐ No (Go to
Section III)

Will Share

Booth: ☐ Yes ☐ No

Will Distribute Materials

for Others: ☐ Yes ☐ No

Department Contact Person:

Telephone Number:

Level of Participation

Number of Recruiters: _____ Number of Booths/Tables: _____ Reserved Room Capacity: _____

☐ General Employment & Exam Information/Distribution ☐ Recruiting for All Department Classifications☐ Recruiting for Specific Class(es) Only: _____☐ Accepting Applications: _____☐ Conducting Testing: _____☐ Computers/Internet Access: _____☐ Conduct Seminars or Other Sessions: _____☐ Other Activities: _____**III. REQUEST FOR ASSISTANCE**Want to Share a Booth: ☐ Yes ☐ NoDepartment Will Share Cost: ☐ Yes ☐ NoWant Information Distributed: ☐ Yes ☐ NoWill Represent Department at Another
Event in Exchange: _____

(Event)

Contact Person for Coordination of Efforts: _____

(Name & Telephone Number)

Other Coordination Requested: _____

Completed By:

Telephone Number:

Date: